Instructions on how to obtain access to the
Powell Bill Reporting System (PBRS)
Enterprise Business Services (EBS)

- If you are an employee of a municipality, see *Section 1: Local Government Employee Registration*.

- If you submit Powell Bill information *on behalf* of a Local Government (as a consultant, accountant, engineer, etc.), see *Section 2: Individual Registration for Non-Government Employees.*

Section 1: Local Government Employee Registration

If you have an existing NCID, skip to Step 3.

1. **Determine NCID Delegated Administrator for your municipality.**

   Local Government Employee NCIDs are established by NCID Delegated Administrators.

   a. Open the *NCID Local Government Employee* webpage.

   b. Select **North Carolina County DA List**.

   c. Select your **County**.

   d. Locate your **Municipality**.

   e. Determine your Delegated Administrator.

   > **Questions about NCID?**
   > **https://it.nc.gov/support/ncid**
   > **or call NCDIT: 919-754-6000**

   If you need to update or add a Delegated Administrator, refer to: NCID Updating the Delegated Administrators Web Directory.

   If you do not have access to NCID and need to update the Delegated Administrator for your municipality, please call the NCDIT Help desk at 919-754-6000 and ask them to submit a <u>priority</u> ticket to have your Delegated Administrator information updated.

2. **Contact your Delegated Administrator to request an NCID.**

   - Follow any instructions received by your NCID Administrator.

   - Continue with Step 3 when your account is established.

3. **Log onto NCID: https://ncid.nc.gov.**

   - If prompted, follow the steps to change your password.

   - If your **Account is disabled**, contact you NCID Delegated Administrator to have it reactivated.

     - To determine your Administrator, refer to Step 1.

     - When your NCID is reactivated, reattempt logon.

   > **Unable to log onto NCID?**
   > **https://ncid.nc.gov/ncidhelp**
   > **of call NCDIT: 919-754-6000**

   - If your account is **Locked** or you **cannot remember your password**, click on the appropriate self-service links.
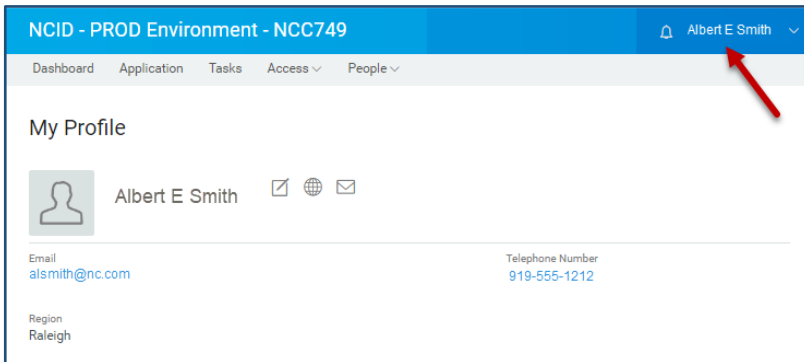
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Collect information from within NCID:

    a.   Click your name at the top right corner of the screen.

    b.   From the drop down, select **My Profile**.

    c.   Please make note your account information:

- Full Name <u>exactly</u> as it appears on screen, *Example: Albert E Smith*

- Email address <u>exactly</u> as it appears on screen, *Example: alsmith@nc.com*

4. Complete the Powell Bill Access Authorization Form

Please see page 5 of this document for the PB Access Authorization Form.

- Fill in all the blanks.

- Enter NCID username, Name and Email address <u>exactly</u> as it appears on NCID.

  - *Failure to do so will result in the inability to process your EBS/PBRS Access Request.*

- Enter Name and Email address <u>exactly</u> as it appears on the NCID.

- Obtain authorizing signatures.

- Email completed form to *NCDOT_PowellBill@ncdot.gov*.

Section 2: Individual Registration for Non-Government Employees

If you have an existing myNCID, skip to Step 2.

1. **Register for an myNCID:** *https://myncid.nc.gov*.

   - Select ***Register Now***.

   > **Questions about myNCID?**
   >
   > **Click *Need Help*?**
   >
   > **or call NCDIT: 919-754-6000**

   - Select ***Individual***
     - Business accounts <u>cannot be used by EBS</u>.
   - Complete ***Register User*** form.
   - Write down your:
     - myNCID <u>exactly</u> as it appears on screen.
     - Full Name <u>exactly</u> as it appears on screen.
     - Your Email address <u>exactly</u> as it appears on screen.

   > **MYNCIDs *must* be user specific**
   >
   > ✓ Do not create an account on behalf of your organization or someone else.
   > ✓ Enter *your* First, Middle and Last Name.
   > ✓ Create *only one* myNCID Account.
   > ✓ myNCIDs can be linked to multiple municipalities/businesses/organizations in EBS.
   > ✓ myNCIDs should not be shared. If a myNCID is shared by multiple users, the associated EBS account will be *deactivated*.

2. Complete the Powell Bill Access Authorization Form

Please see page 5 of this document for the Powell Bill Access Authorization form.

- Fill in all the blanks.

- Enter myNCID, Name and Email address **<u>exactly</u>** as it appears on myNCID.

  - *Failure to do so will result in the inability to process your EBS/PBRS Access Request.*

- Obtain authorizing signatures.

- Email completed form to *NCDOT_PowellBill@ncdot.gov*.

Powell Bill Reporting System (PBRS) Access Authorization

The Powell Bill reporting system (PBRS) is used to complete a variety of work such as submitting the Certified Statement (CS), Street Listing , digital map, the Expenditure Report (ER), and Fiscal Data Report (FDR). Access is set up on an individual basis.

To be granted access to the PBRS, you must first have an active NCID account. A separate NCID is required for each individual user and sharing an account is prohibited. The information entered below must match the information from your NCID account exactly.

If you already have a current NCID account or once your NCID account has been set up, your completed access form should be emailed to the Powell Bill (PB) Unit at NCDOT_PowellBill@ncdot.gov for processing. ***Please ensure that you fill in all of the blanks below, if field is not applicable, please enter N/A.***

Section 1 – User Information (as it appears on NCID)

NCID username: _____

First name: _____ Middle initial: _____ Last name: _____

Telephone: _____ Ext. _____ Email: _____

Job title: _____

Will you be the primary Powell Bill contact person for the municipality? ☐ Yes   ☐ No

Should your email address be added to the PB vendor account to receive the ACH notifications?   ☐ Yes   ☐ No

Section 2 – Job Function Permissions

☐ **Display ONLY** – (Z:GM_PB_SR_DISPLAY_ALL_COMP)

☐ Display/Create/Submit/Change – Certified Statement (Agreement) –(Z:GM_PB_SR_AGREEMENT_COMP)

☐ Display/Create/Submit/Change – Powell Bill Expenditure or Fiscal Data Report (Change Request) – (Z:GM_PB_SR_MUN_FISCAL_RPT_COMP)

☐ Display/Create/Submit/Change – **ALL** – (Z:GM_PB_SR_AGREE_MUN_FI_COMP) & (CRM Business Role for all= ZPOWAP) This permission will allow the user to complete all the required PB information

Section 3 – Municipality Information

Municipality: _____

Municipality mailing address: _____

Municipality telephone: _____ Municipality email: _____

Mayor's name: _____ Clerk/Administrator's name: _____

Mayor's email: _____

☐ I certify the information above is accurate and I am the authorized person to perform the duties listed.

Applicant's name (Please print): _____

Applicant's signature*: _____ Date: _____

Authorized official signature* (Usually the Mayor): _____

*Electronic signatures, such as DocuSign, are acceptable